

Seasonal Hiring Outreach

Siuslaw National Forest

Pacific Northwest Region
Notice—Temporary Positions
Announcement Period: November 15-21, 2016



Are you hard working and love the outdoors? Are you looking for a job where you can learn the skills necessary to advance in different professions? The Pacific Northwest Region is looking for a seasonal workforce to work in different types of jobs on 17 national forests and scenic area located in Oregon and Washington. Jobs include specialized positions in fire, natural resources, recreation, administration and others. Information is available on the Pacific Northwest Region's website <http://www.fs.usda.gov/detail/r6/jobs/?cid=fseprd512302> listing all vacant temporary vacancies and locations.

Vacancy announcements for these positions are posted on: www.usajobs.gov. This application submittal period for all 2017 temporary jobs in Oregon and Washington will begin on **November 15, 2016** and end on **November 21, 2016**. All applicants who have applied to the announcements on or before the listed cutoff date, and are found to be qualified and in the quality group, will be referred for consideration to the selecting officials by **February 6, 2017**.

Please address your outreach response to the contact listed for each location. Additional information about the position is available from the direct supervisor. Your response is important!

Requirements for specific positions (series and grade) can be researched by following this link:

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

Location	Openings	Position / Announcement #	Contact
Waldport, OR Central Coast Ranger District	1 1	GS-0025-4 Park Ranger 17-TEMP-R6-0025-4PR-DT GS-0025-5 Park Ranger 17-TEMP-R6-0025-5PARK-DT	Chris LaCosse clacosse@fs.fed.us 541-271-6071
Hebo, OR Hebo Ranger District	1	GS-404-4 Bio Science Tech Natural Resources 17-TEMP-R6-0404-4NATR-DT	Adriana Morales adrianamorales@fs.fed.us 503-392-5135
Hebo, OR Hebo Ranger District	1	GS-404-5 Bio Science Tech Natural Resources 17-TEMP-R6-0404-5BIONR-DT	Michelle Dragoo mdragoo@fs.fed.us 503-392-5127
Reedsport, OR Central Coast Ranger District	2	GS-404-5 Bio Science Tech Natural Resources (Fisheries) 17-TEMP-R6-0404-5BFISH-DT	Chris Hirsch chirsch@fs.fed.us 541-750-7034
Waldport, OR Central Coast Ranger District	2 2	GS-462-3 Forestry Aid (Fire Suppression) 17-TEMPF-R6-0462-3SUP-DT GS-462-4 Forestry Tech (Fire Suppression) 17-TEMPF-R6-0462-4SUP-DT	Jeff Dillon jdillon@fs.fed.us 541-563-8408
Hebo, OR Hebo Ranger District	2 2	GS-462-3 Forestry Aid (Fire Suppression) 17-TEMPF-R6-0462-3SUP-DT GS-462-4 Forestry Tech (Fire Suppression) 17-TEMPF-R6-0462-4SUP-DT	Jeff Dillon jdillon@fs.fed.us 541-563-8408
Reedsport, OR Central Coast Ranger District	2 2	GS-462-3 Forestry Aid (Fire Suppression) 17-TEMPF-R6-0462-3SUP-DT GS-462-4 Forestry Tech (Fire Suppression) 17-TEMPF-R6-0462-4SUP-DT	Jeff Dillon jdillon@fs.fed.us 541-563-8408
Corvallis, OR Siuslaw NF Supervisor's Office	1	GS-462-4 Forestry Tech (Fire Suppression) 17-TEMPF-R6-0462-4SUP-DT	Jeff Dillon jdillon@fs.fed.us 541-563-8408
Reedsport, OR Central Coast Ranger District	2 4	GS-462-3 Forestry Aid (Recreation) 17-TEMP-R6-0462-3FTAID-DT GS-462-4 Forestry Tech (Recreation) 17-TEMP-R6-0462-4REC-DT	Shane Gill sgill@fs.fed.us 541-271-6042
Waldport, OR Central Coast Ranger District	1	GS-462-4 Forestry Tech (Recreation) 17-TEMP-R6-0462-4REC-DT	Brian Hoeh bbhoeh@fs.fed.us 541-563-8404

Hebo, OR Hebo Ranger District	1	GS-462-4 Forestry Tech (Timber Sale Prep) 17-TEMP-R6-0462-4TIMB-DT	Jon Porier jporier@fs.fed.us 503-392-5130
	1	GS-462-4 Forestry Tech (Timber Stand Improvement) 17-TEMP-R6-0462-4FTTSI-DT	
	1	GS-462-5 Forestry Tech (Timber Sale Prep) 17-TEMP-R6-0462-5TSP-DT	
	1	GS-462-5 Forestry Tech (Timber Stand Improvement) 17-TEMP-R6-0462-5TSI-DT	
Waldport, OR Central Coast Ranger District	1	GS-462-4 Forestry Tech (Timber Sale Prep) 17-TEMP-R6-0462-4TIMB-DT	Alex Wickham aswickham@fs.fed.us 541-563-8446
	1	GS-462-4 Forestry Tech (Timber Stand Improvement) 17-TEMP-R6-0462-4FTTSI-DT	
	1	GS-462-5 Forestry Tech (Timber Sale Prep) 17-TEMP-R6-0462-5TSP-DT	
	1	GS-462-5 Forestry Tech (Timber Stand Improvement) 17-TEMP-R6-0462-5TSI-DT	
	1	GS-462-6 Forestry Tech (Timber Sale Prep) 17-TEMP-R6-0462-6FTTSP-DT	
Waldport, OR Central Coast Ranger District	1	GS-462-4 Forestry Tech (Wilderness) 17-TEMP-R6-0462-04WLDTR-DT	Shane Gill sgill@fs.fed.us 541-271-6042
	1	GS-462-5 Forestry Tech (Trails) 17-TEMP-R6-0462-5TRA-DT	
Reedsport, OR Central Coast Ranger District	2	GS-462-4 Forestry Tech (Motorized Trails) 17-TEMP-R6-0462-4TOHV-DT	Shane Gill sgill@fs.fed.us 541-271-6042
Hebo, OR Hebo Ranger District`	2	GS-462-5 Forestry Tech (Recreation) 17-TEMP-R6-0462-5REC-DT	Debbie Hobbs dhobbs@fs.fed.us 503-392-5128
Reedsport, OR Central Coast Ranger District	1	GS-1001-04 Visitor Information Assistant 17-TEMP-R6-1001-4VIS-DT	Vicky Mugnai vickymugnai@fs.fed.us 541-563-8415

The Process and Timeline

November 15, 2016— The application period opens in USAJobs. Apply only through USAJobs. Applicants are encouraged to apply for locations **where they would accept a position if offered.**

November 21, 2016—Application deadline.

February 6–17, 2017— Application evaluation. Subject matter experts will generate reference evaluations and gather this information for selecting officials. **Supervisory Reference Checks will occur during this time period. Please ensure your references are notified of this and they are available at the email address (preferred) or phone number provided on your application.**

February 6-17, 2017 - Applicants selected for jobs will be notified by a Forest Service representative by phone. **Tentative selectees should be available by phone during this time and should have computer access to complete documents within 72 hours of being contacted with the tentative selection.**

April 2017 —First effective dates for positions. Look for the effective date on the Official Confirmation Letter, all other selection notices are tentative pending onboarding and employment suitability adjudication. Official Confirmation Letters will be received approximately 1 month prior to your start date, it is important to be in contact with your supervisor to confirm your reporting date and ensure all onboarding processes have been completed.

Note: Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met at time of vacancy closing for certain positions. Additionally, age requirements (at least 18 years of age with few exceptions) must be met at time of vacancy closing.

A current copy of your IQCS Master Record will be required for many positions in this outreach because of these qualification requirements.

HOW TO APPLY:

Please read the entire announcement and all the instructions before you begin.

You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

Assistance is available during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday).

Applying online is highly encouraged. If applying online poses a hardship, please contact our office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

Step1 – Create a USAJOBS account (if you do not already have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when

the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2 - Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

REQUIRED DOCUMENTS:

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisors phone number, e-mail address for each work period listed, and whether we may contact for reference checks; and 5) other qualifications.

2. **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education website at <http://www.ed.gov>. All transcripts must be in English or include English translation.

3. DD-214, Certificate of Release from Active Duty showing dates of service and discharge under honorable conditions. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

Work Experience: Your resume must clearly document the following for each block of work experience the beginning month and year the work assignment started and ended; the hours worked per week; position title, and series and grade if applicable; and description of duties performed. This information must be provided for each permanent, temporary or seasonal appointment/work assignment and must be clearly documented as a separate block of time. **Incomplete applications or those that provide vague and/or conflicting information may not be evaluated for consideration.**

4. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at: <https://www.opm.gov/disability/appempl.asp>.

5. If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

6. CTAP/ICTAP documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

7. A current copy of your IQCS Master Record showing your training and qualifications for the position for certain positions. If an IQCS Master Record is not available, some form of documented proof of training and qualifications will be needed for most positions.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document.

AGENCY CONTACT INFO:

HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: fsjobs@fs.fed.us

Agency Information:

USDA Forest Service

Do not mail in applications. see instructions on How to Apply.

Albuquerque, NM, 87109